

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NORTH DAKOTA**

QUENTIN N. BURDICK U.S. COURTHOUSE  
655 FIRST AVENUE NORTH-SUITE 210  
FARGO, NORTH DAKOTA 58102

ELLEN A. JOHANSON  
CLERK

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**AMENDMENT INSTRUCTIONS**

Source: U.S. Bankruptcy Court Local Rule 1009-1

No fee will be charged for amendments when filed in compliance with Local Rule 1009-1.

Every amendment to petitions, schedules and statements shall be accompanied by a completed Amendment Cover Sheet. This form may be obtained from the clerk. An original and one copy of the amendment shall be filed.

All amendments shall be accompanied by an Affidavit of Service indicating the appropriate parties have been served with the amendment. In all cases, the U.S. Trustee and Trustee (if any) must be served. In addition, the following requirements must be met:

Every amendment to Schedule C shall be accompanied by an Affidavit of Service indicating that any party who may have previously objected to the claim of exemptions has been served with the amendment to Schedule C.

Every amendment to Schedule D, E, or F shall be accompanied by:

An Affidavit of Service indicating the additional creditors have been served with the following documents:

- a. Section 341 Meeting Notice
- b. Proof of Claim form (if applicable)
- c. Discharge (if issued)
- d. Disclosure Statement (if previously filed and served)
- e. Plan (if previously filed and served)
- f. Notices of Hearing on Disclosure Statement and/or Confirmation of Plan (if issued and pending)
- g. Orders Approving Disclosure Statement and/or Confirming Plan (if filed)

It is not necessary to file an additional mailing matrix if you submit an Affidavit of Service that lists additional creditors. The clerk's office will automatically update the creditor list on BANCAP. If you do submit a supplemental matrix, the matrix should only include the added creditors.

In a Chapter 11 case the following parties shall also be served with any amendment:

Examiner (if any)

Attorney for the Creditors Committee (if any)

Chapter 11 agencies:

Securities and Exchange Commission  
500 Madison, Ste. 1400  
Chicago, IL 60660  
Attn: John Lee  
(Serve this agency only when SEC has requested notice)

Director of Internal Revenue  
Special Procedures  
P.O. Box 2461  
Fargo, ND 58107-2461

Department of the Treasury  
15th & Pennsylvania  
Washington, D.C. 20222

Office of the United States Trustee  
Shriver Square - Suite 502  
230 South Phillips Avenue  
Sioux Falls, SD 57104-6321